



## MINUTES OF MAY 3, 2016

### REGULAR MEETING OF THE COVINA CITY COUNCIL/SUCCESSOR AGENCY TO THE COVINA REDEVELOPMENT AGENCY/COVINA PUBLIC FINANCING AUTHORITY/COVINA HOUSING AUTHORITY HELD IN THE COUNCIL CHAMBER OF CITY HALL, 125 EAST COLLEGE STREET, COVINA, CALIFORNIA

#### CALL TO ORDER

Mayor Stapleton called the Council/Agency/Authority meeting to order at 6:30 p.m. with all Councilmembers present. There were no public comments. Mayor Stapleton recessed the Council to closed session at 6:30 p.m.

#### ROLL CALL

**Councilmembers Present:** Walter Allen III, Peggy A. Delach, John C. King, Mayor Pro Tem/Vice-Chair Jorge A. Marquez, and Mayor/Chair Kevin Stapleton.

**Councilmembers Absent:** None.

**Elected Members Present:** City Treasurer Geoffrey Cobbett and City Clerk Mary Lou Walczak.

**Staff Members Present:** City Manager Andrea M. Miller, City Attorney Candice K. Lee, Interim Police Chief Kim Raney, Public Works Director Siobhan Foster, Community Development Director Brian Lee, Parks and Recreation/Library Director Amy Hall-McGrade, Human Resources Director Danielle Tellez, Interim Finance Director Dennis Swink, Acting Assistant Fire Chief Jim Enriquez, Assistant to the City Manager Angel Carrillo, GIS Technician James Knox, and Chief Deputy City Clerk Sharon F. Clark.

#### CLOSED SESSION

- A. G.C. §54957 – PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Title: City Manager
- B. G.C. § 54957.6 – CONFERENCE WITH LABOR NEGOTIATORS  
Agency Designated Representatives: Danielle Tellez, Human Resources Director  
Employee Organizations: American Federation of State, County and Municipal Employees (AFSCME); Police Association of Covina (PAC); Police Management Group (PMG); and Police Supervisors of Covina (PSC)
- C. G.C. § 54957.6 – CONFERENCE WITH LABOR NEGOTIATORS  
Agency Designated Representatives: Danielle Tellez, Human Resources Director  
Unrepresented Employees: Mid-Management, Supervisory and Professional, and Confidential and Technical Employees; and Executive Employees (excluding the City Manager)

## **RECONVENE AND CALL TO ORDER**

Mayor Stapleton reconvened the meeting into open session at 7:31 p.m.

## **PLEDGE OF ALLEGIANCE**

Mayor Pro Tem Marquez led the Pledge of Allegiance.

## **INVOCATION**

Police Chaplain Truax gave the invocation.

## **PRESENTATIONS**

### *Introduction of New Employees*

Recently-hired City employees were introduced to Council and the community as follows:

- City Manager Miller introduced Office Specialists I Renee Alarcon and Yazmin Vitela who will serve as City Hall receptionists.
- Interim Finance Director Swink introduced Payroll Technician Veronica Guzman Velez.
- Interim Police Chief Raney introduced Executive Assistant to the Police Chief Dianna “Eunicee” Sierra, and Police Communications Operators Amber Tardiff and Kelsey Flanagan.
- Public Works Director Foster introduced Public Works Manager Richard Smiderle.

### *Metrolink Train Horn Update*

Metrolink Government and Regulatory Affairs Manager Peter Muller extended an apology to Council and the community on behalf of Metrolink for the unusually loud train noise in recent weeks; explained that it is due to the use of leased freight engines which are temporarily replacing some Metrolink locomotives through October 2016 due to an accident investigation by the National Transportation Safety Board (NTSB); and answered questions from Council on requirements for sounding the train horns, process and cost for quiet zones, the possibility of muffling the horns, use of regular Metrolink engines for the earliest and latest trains, and getting Covina on the list to receive grade crossings.

Mayor Stapleton commented that he is currently working on grade crossings with the Council of Governments (COG). City Manager Miller added that as part of the discussion on the sales tax extension, Measure R2, the City has expressed to Metrolink Chief Executive Officer Art Leahy that the City would be supportive of trying to obtain dedicated funding to assist Covina in implementing grade crossings to be constructed by local agencies.

### *Municipal Clerks Week*

A proclamation declaring May 1 – 7, 2016, as Municipal Clerks Week was read into the record by Mayor Stapleton and presented to City Clerk Walczak and Chief Deputy City Clerk Sharon Clark who accepted on behalf of the City Clerk’s Office/Records Management Department.

### *National Public Works Week*

A proclamation declaring May 15 – 21, 2016, as National Public Works Week was read into the record by Mayor Stapleton and presented to Public Works Director Foster who accepted on behalf of the Public Works Department.

### *Recognition of Parade Executive Committee for 2016 Community Service Award - California Parks & Recreation Society District 13*

Mayor Stapleton presented the California Parks & Recreation Society District 13 2016 Community Service Award plaque to members of the Covina Christmas Parade Executive Committee who accepted on behalf of all parade volunteers.

### *National Police Week*

A proclamation declaring May 15 – 21, 2016, as National Police Week was read into the record by Mayor Stapleton and presented to Interim Police Chief Raney who accepted on behalf of the Covina Police Department, and gave tribute to fallen officers Sergeant Scott Hanson and Officer Jordan Corder for their service and sacrifice.

## **CLOSED SESSION REPORT**

Mayor Stapleton announced that there was no reportable action from closed session earlier this evening, and that closed session would be reconvened after open session to conclude discussion.

## **PUBLIC COMMENTS**

Speaker Dawn Nelson, representing the Covina Chamber of Commerce, announced that this week is Small Business Week, encouraged the community to support small businesses in Covina, announced the Taste of Covina event to be held on June 23, 2016, and invited all to attend.

Speaker Eloy Florez thanked Council and the Metrolink representatives at tonight's meeting for their response to the train horn issue, and commended Council for addressing this quality-of-life issue for Covina residents.

## **COUNCIL/AGENCY/AUTHORITY COMMENTS**

Mayor Pro Tem Marquez commented on the Parents Who Host Lose The Most campaign of the Drug-Free Alliance and the National Council on Alcoholism and Drug Dependence (NCADD), reminded parents to not allow under-age drinking in their homes, and wished all mothers a Happy Mother's Day.

Councilmember King thanked Interim Police Chief Raney for his words of remembrance for the two fallen Covina officers and reported on his attendance at the California Police Officers' Memorial in Sacramento representing the Covina City Council this past weekend.

Councilmember Allen commented that as the current director of Rio Hondo Police Academy, he will preside over an Academy graduation on May 4, 2016, at which Covina Police Department will be gaining two police officers; expressed the importance of positive community support of police officers; and announced a charity concert at Saint Louise De Marillac Catholic Church in Covina to raise money for the poor countries in Africa on Saturday, May 7, 2016, at 7:30 p.m.

Councilmember Delach reported on her attendance at the Covina Woman's Club Fashion Show, San Gabriel Valley Economic Partnership Chinese Business Community Reception honoring new president and Chief Executive Officer Jeff Allred, and the ground-breaking ceremony for Phase 3 of the carpool lane on I-10 from Citrus Avenue to the 57 freeway, which is expected to be completed in the summer of 2021. She commented on the new City website, complimented the ticker-tape feature across the top of the homepage announcing roadwork at Badillo Street and Grand Avenue, encouraged residents to avoid the area if possible, and in closing, wished the community a Happy Mother's Day.

Mayor Stapleton reported on his attendance at the Covina-South Hills Kiwanis Breakfast-in-the Park event, and commented on the importance of supporting these events put on by service groups who do so much for our community. He announced the Covina Girls' Fast-pitch Clothes For Cause event for which residents can drop clothes off at Sierra Vista Middle School on Saturday, May 7, 2016, at 2:00 p.m.; requested that adjournment of tonight's meeting be in memory of Dr. Don Holcomb, Director of the Covina Concert Band; and announced the following Library events: M is for Math on Saturday, May 14, 2016; Make Your Space on Thursday, May 19, 2016; Alice in Wonderland Tea Party on Saturday, May 24, 2016, from 10:30 a.m. to 12:00 p.m.; and open registration for Parks and Recreation summer classes.

### **CITY MANAGER COMMENTS**

City Manager Miller requested that Council let staff know if they have suggestions for the new City website, reported that based on an idea from Mayor Pro Tem Marquez and information from Councilmember King, staff will be designing a website feature on motion pictures, commercials and programs which were filmed in Covina; and commented that everyone has worked together to make sure website information is relevant and easy to update so information can be timely.

### **CONSENT CALENDAR**

Councilmember Delach requested that Consent Calendar items CC 7 and CC 13 be pulled for separate discussion.

A motion was made by Councilmember King, seconded by Councilmember Delach, to approve Consent Calendar items CC 1 – 6, 8 – 12, and 14 as presented.

***Motion approved Consent Calendar items CC 1 – 6, 8 – 12, and 14 as follows:***

**AYES: ALLEN, DELACH, KING, MARQUEZ, STAPLETON**

**NOES: NONE**

**ABSTAIN: NONE**

**ABSENT: NONE**

- CC 1. City Council approved the Minutes of the April 19, 2016, Study Session and Regular Meetings of the City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Financing Authority/Housing Authority.
- CC 2. City Council approved payment of City demands in the amount of \$1,219,624.20.
- CC 3. Successor Agency to the Covina Redevelopment Agency approved payment of Agency demands in the amount of \$111,773.72.

- CC 4. City Council approved a Memorandum of Understanding (M.O.U.) with Azusa Unified School District for a School Resource Officer for the 2016-2017 school year and authorized the City Manager and Interim Chief of Police to execute the M.O.U.
- CC 5. City Council approved a Memorandum of Understanding (M.O.U.) with Charter Oak Unified School District for a School Resource Officer for the 2016-2017 school year and authorized the City Manager and Interim Chief of Police to execute the M.O.U.
- CC 6. City Council approved a Memorandum of Understanding (M.O.U.) with Covina-Valley Unified School District for a School Resource Officer for the 2016-2017 school year and authorized the City Manager and Interim Chief of Police to execute the M.O.U.
- CC 8. Successor Agency to the Covina Redevelopment Agency approved Amendment No. 1 to the Long-Range Property Management Plan for the Successor Agency to the Covina Redevelopment Agency and recommended approval of the amendment to the Oversight Board of the Covina Redevelopment Agency.
- CC 9. Covina Housing Authority received and filed the SB 341 Compliance Report on the Housing Successor Agency Low and Moderate Income Housing Asset Fund.
- CC 10. City Council approved the Third amendment to the Professional Services Agreement with Dudek, Inc. for providing planning and environmental services, and authorized the City Manager to execute the amendment.
- CC 11. City Council approved the First amendment to Professional Services Agreement with MIG, Inc. for providing planning and environmental services, and authorized the City Manager to execute the amendment.
- CC 12. City Council directed staff to issue a Request for Proposal (RFP) to update the Town Center Specific Plan, and authorized the City Manager to add the MTA Grant fund of \$342,000 to Fiscal Year 2016/2017 and appropriate up to \$100,000 of Proposition C funds and \$15,000 General Fund for the next two Fiscal Years 2016/2017 and 2017/2018.
- CC 14. City Council: 1) Adopted **Resolution No. 16-7483** to amend the fiscal year 2015-16 Transportation Development Act (TDA) Article 3 Fund budget to reflect an appropriation of \$46,418 from available TDA Article 3 Fund balance to various TDA Article 3 Fund expenditure accounts for the restroom/locker facility at the Covina Metrolink Station and Covina BikeHub; and 2) Authorized the City Manager to execute the TDA Article 3 Fiscal Year 2015-16 Local Allocation Claim Form to allow the City of Covina to draw down \$100,018 for fiscal year 2015-16 expenditures and place \$30,349 in reserve.

**CONSENT CALENDAR ITEMS PULLED FOR SEPARATE DISCUSSION**

- CC 7. Improvements at the Intersection of Workman Street and Hollenbeck Avenue – Approval of Change Orders No. 1 and No. 2.

Councilmember Delach stated that she pulled this item for separate discussion for the benefit of the public. The staff report and a PowerPoint presentation were presented by Public Works Director Foster, who also reported that the project has been completed.

In response to an inquiry from Councilmember Delach, Public Works Director Foster provided an update on the Grand Avenue paving project that the scope of work has been worked out with County; the agreement that will bind the City and County to complete the project is being prepared by the County and is expected to be received within the next three weeks; and a joint improvement project with the County for California-native, drought-tolerant medians is being explored.

A motion was made by Councilmember Delach, seconded by Mayor Pro Tem Marquez to: 1) Approve Change Order No. 1 to remove an existing cross-gutter and install base paving and removal of additional sidewalk panels for Americans with Disabilities Act (ADA) compliance, increasing the contract cost with Palp, Inc. dba Excel Paving Company by \$15,280.21; 2) Approve Change Order No. 2 to extend the paving limits on Workman and Hollenbeck Avenues to the westerly and southerly City limits respectively, increasing the contract cost with Palp, Inc. dba Excel Paving Company by \$94,449.69; and 3) Adopt **Resolution No. 16-7482** appropriating \$87,108.90 in available Measure R Fund balance to the fiscal year 2015-16 budget and allocating the funds to the Intersection of Workman Street and Hollenbeck Avenue – Project T-1407 (account no. 4300-2200-55200-T1407).

***Motion approved Consent Calendar item CC 7 as follows:***

**AYES: ALLEN, DELACH, KING, MARQUEZ, STAPLETON**  
**NOES: NONE**  
**ABSTAIN: NONE**  
**ABSENT: NONE**

CC 13. Proposed Construction and Maintenance Agreement with Southern California Regional Rail Authority (SCRRA) for the Citrus Avenue Pedestrian Grade Crossing Improvements.

In response to an inquiry from Councilmember Delach about the scope of work for this project, Public Works Director Foster presented a staff report and PowerPoint presentation detailing the components of the project; and confirmed for Councilmember King that the improvements will move this crossing toward meeting the requirements for a quiet zone. Councilmember King requested that staff provide a follow-up report on what else would be needed to complete the quiet zone requirements for this location. City Manager Miller responded that a follow-up report will be requested from Metrolink C.E.O. Art Leahy.

A motion was made by Councilmember Delach, seconded by Councilmember King to authorize the City Manager to execute the Construction and Maintenance Agreement with Southern California Regional Rail Authority (SCRRA) for the Citrus Avenue Pedestrian Grade Crossing Improvements.

***Motion approved Consent Calendar item CC 13 as follows:***

**AYES: ALLEN, DELACH, KING, MARQUEZ, STAPLETON**  
**NOES: NONE**  
**ABSTAIN: NONE**  
**ABSENT: NONE**

**PUBLIC HEARING** – None.

**CONTINUED BUSINESS** – None.

**NEW BUSINESS**

NB 1. Strategy to Implement Immediate Permitted and Conditionally-Permitted Uses into the Covina Town Center Specific Plan, pending completion of the Comprehensive Specific Plan Update Process.

City Manager Miller introduced the item. The staff report was presented by Community Development Director Lee.

Discussion included the desire for a mix of service and retail uses, the need to carefully construct the method of regulating uses, and the need for more foot traffic in the Downtown.

There was no public comment.

A motion was made by Councilmember King, seconded by Councilmember Allen, to direct City staff to proceed with updating the Covina Town Center Specific Plan Permitted and Conditionally-Permitted Uses, and provide direction as appropriate.

***Motion approved New Business item NB 1 as follows:***

**AYES: ALLEN, DELACH, KING, MARQUEZ, STAPLETON**

**NOES: NONE**

**ABSTAIN: NONE**

**ABSENT: NONE**

**RECESS AND RECONVENE**

At 8:56 p.m., Mayor Stapleton recessed the meeting to closed session; and reconvened into open session at 11:35 p.m. with no reportable action.

**ADJOURNMENT**

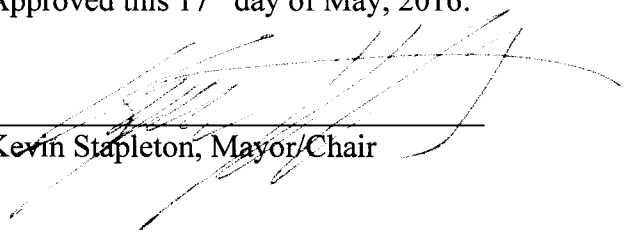
At 11:35 p.m., the meeting of the Covina City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Financing Authority/Covina Housing Authority was adjourned in memory of Dr. Don Holcomb to the next regular meeting of the Council/Agency/Authority scheduled for Tuesday, May 17, 2016, at 6:30 p.m. for closed session and 7:30 p.m. for open session inside the Council Chamber, 125 East College Street, Covina, California, 91723.

Respectfully submitted:



Sharon F. Clark, CMC  
Chief Deputy City Clerk

Approved this 17<sup>th</sup> day of May, 2016:



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Kevin Stapleton, Mayor/Chair